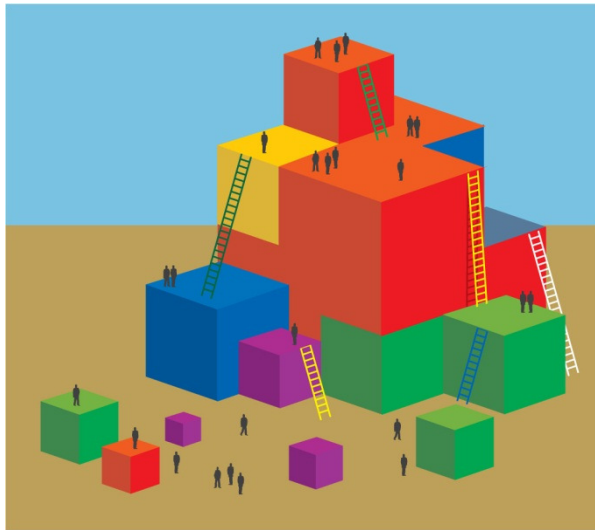


2013 District Council Leadership Series



Building Blocks for Effective Zoning and Licensing Review and Input

October 30, 2013

Goals for Today

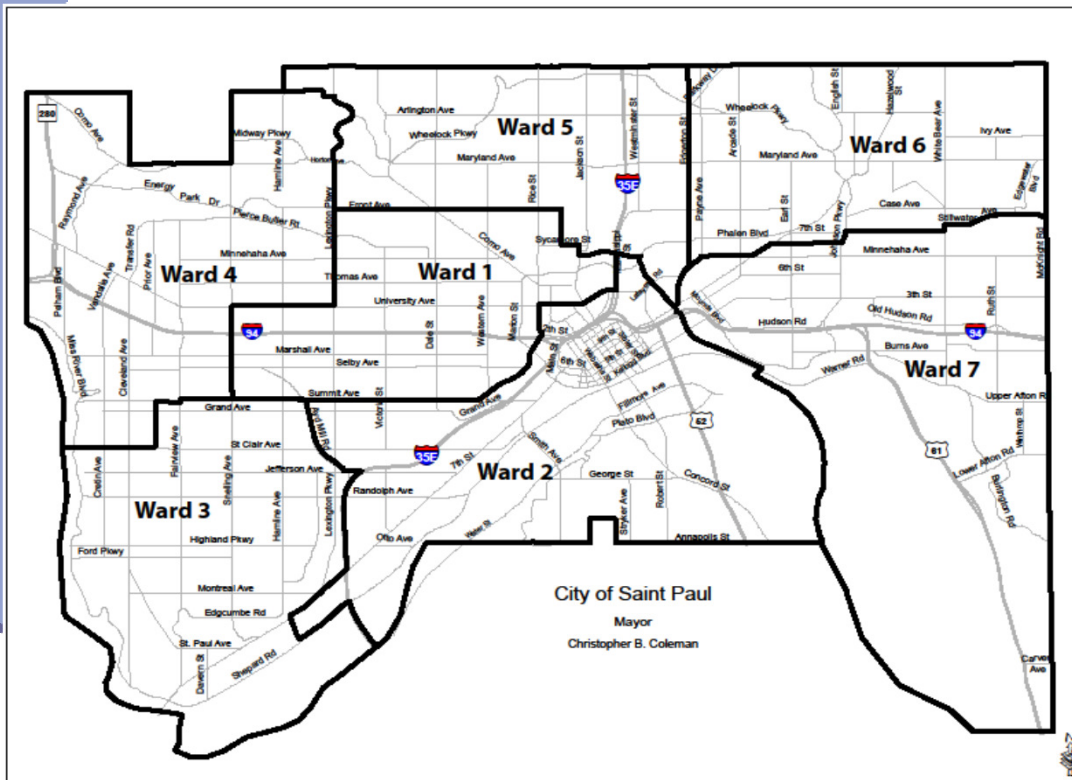


- **Learn the basics of St. Paul's zoning and licensing practices and processes and the importance of the district councils' advisory role.**
- **Expand knowledge of the district councils' toolbox of strategies for effectively assessing and making recommendations on zoning and licensing proposals.**
- **Learn how district councils have successfully dealt with neighborhood zoning and licensing issues.**



Mayor Christopher B. Coleman -
4 year term, through Jan. 2014

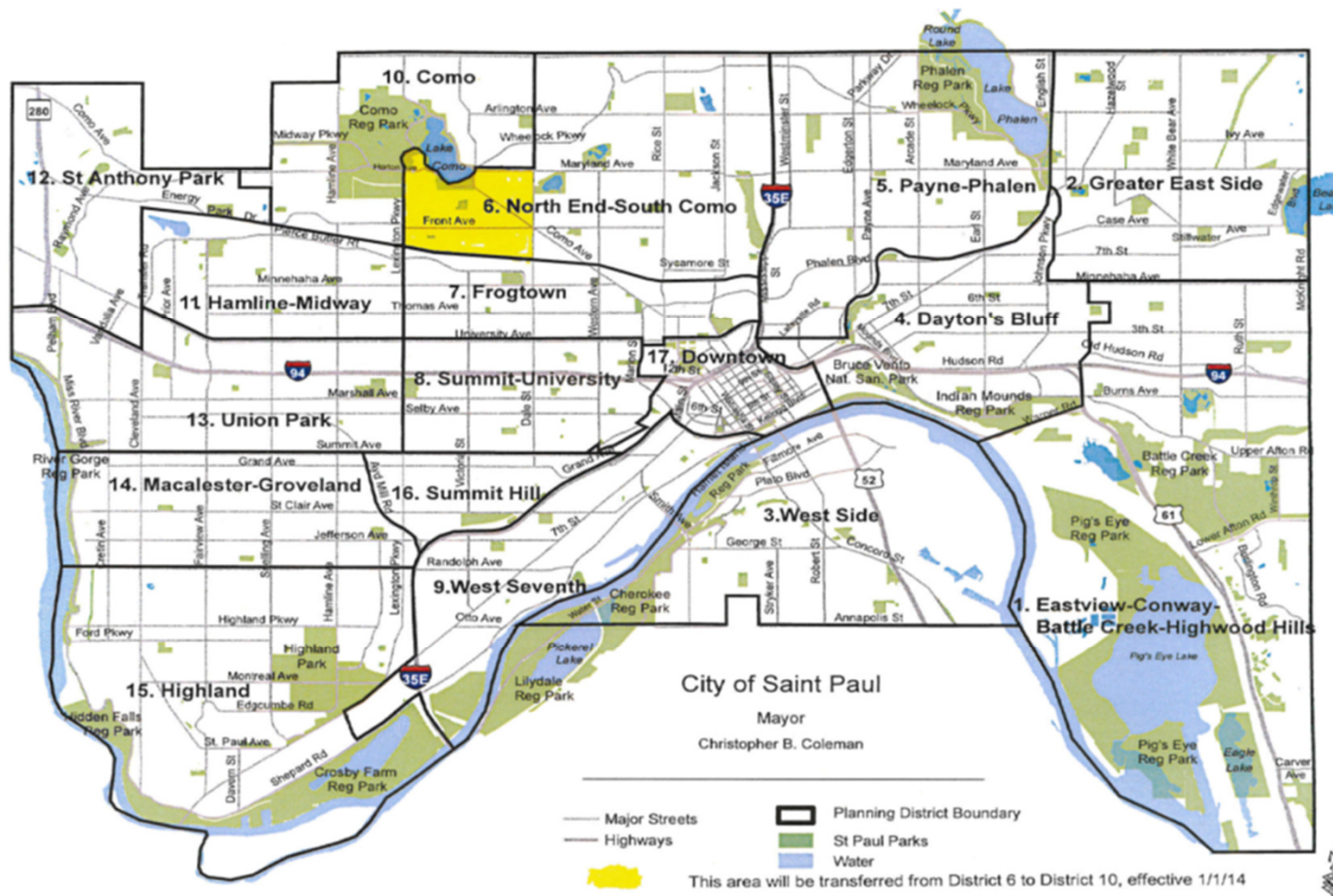
Saint Paul City Council



7 City Council Wards –
4 year terms, through
January 2016

- Ward 1: Nick Khaliq
(Interim council member,
until Nov. 2013 election)
- Ward 2: Dave Thune
- Ward 3: Christopher Tolbert
- Ward 4: Russ Stark
- Ward 5: Amy Brendmoen
- Ward 6: Dan Bostrom
- Ward 7: Kathy Lantry
(Council President)

Saint Paul District Council Boundaries



Some Common Issues Addressed by District Councils

- Citizen participation/civic engagement
- Neighborhood clean-up day(s)
- Local resident and organizational communication
- Block club development for crime prevention and building community identity
- Recycling
- Environmental issues
- National Night Out
- Land use
- Transportation
- Neighborhood/community planning
- Leadership development
- Education/action network for neighborhood stakeholders

A is for Acronyms!



- Check out the list of commonly used acronyms.
- Let us know if we are speaking in Acronymese!

The Early Notification System (ENS)

What is the Early Notification System (ENS)?

- Chapter A-11 of the administrative code
- Established to provide timely information to community organizations, including district councils, regarding the City's activities that are being considered, proposed, planned and/or implemented.
- Initially passed by City Council in 1979, last updated in June 2009.
- Purpose is to facilitate the necessary information exchange between various city departments, boards, committees, commissions, task forces, the city council and affected neighborhood organizations, other agencies and individual residents.
- Serves as a means of receiving community input for the decision-making process involved in granting or denying approval of applications for various licenses, permits, land use changes, and building or zoning variances.

Check out the City of Saint Paul web site, stpaul.gov. Includes:

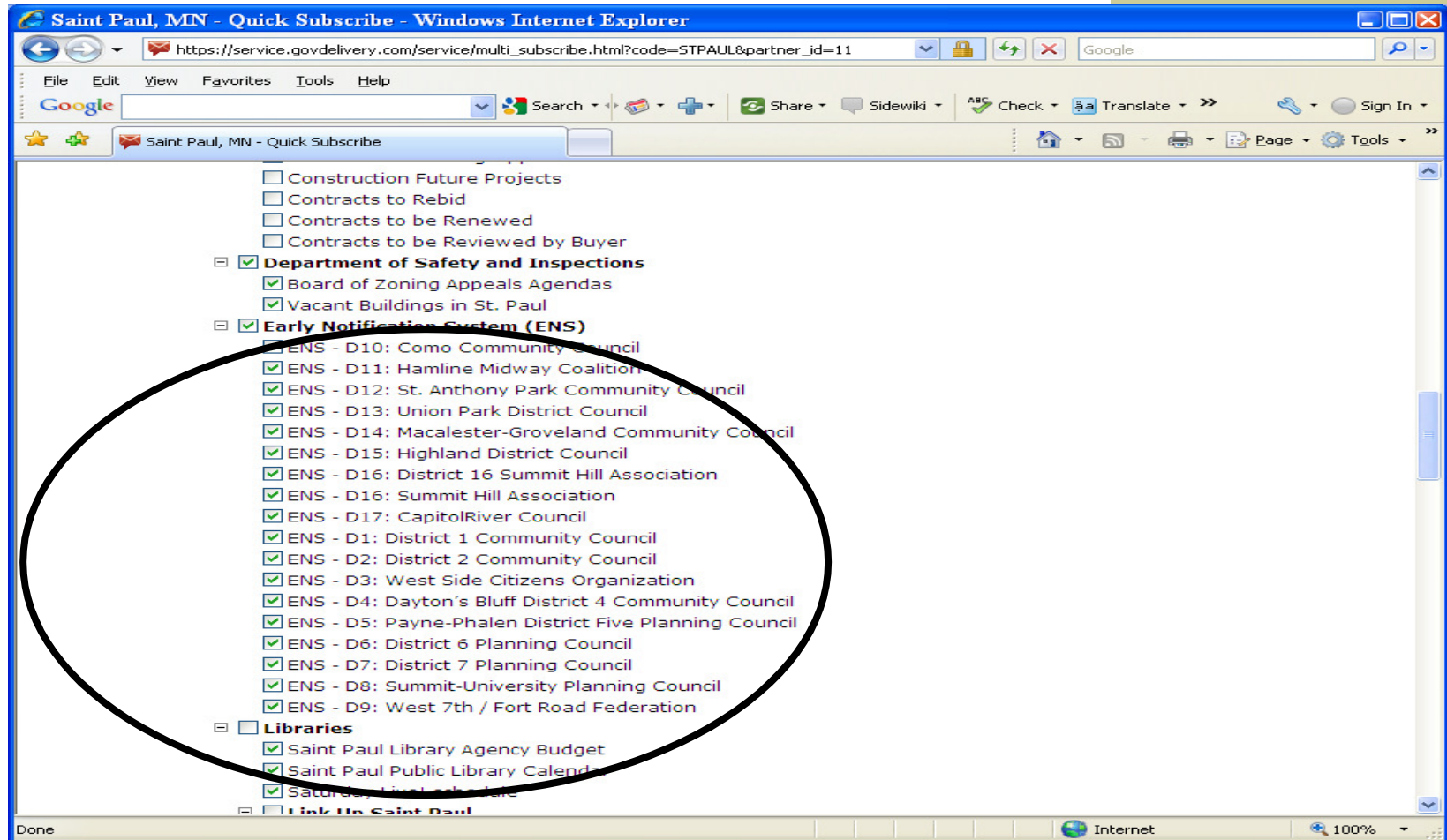
- Mayor's and City Council's offices
- City departments
- Boards and commissions
- E-subscriptions! – a major way to stay informed of city meetings and developments!
- And more...



Click on the E-Subscription Button to Get Started



You Can Sign Up for City Information, Including the Early Notification System



Another way to get involved – City committees, boards and commissions





Introduction to LICENSING

Larry Zangs,
Saint Paul Dept. of Safety and Inspections
October 30, 2013

Department of Safety and Inspections (DSI)

- The Department of Safety & Inspections (DSI) builds and maintains a livable Saint Paul community. Work includes licenses, building permits, inspections, zoning administration and animal control
- Previously Office of License, Inspections and Environmental Protection (LIEP)
- LIEP merged with Code Enforcement, Vacant Buildings, Fire Certificate of Occupancy and Complaint Office to form DSI in 2008.

DSI

- Location is 375 Jackson St., between E. 5th & 6th Sts.
 - There is a small free parking lot on the north side, off E. 6th St.



Licensing

- Purpose – Protect the health, safety & welfare of the residents of the city of St. Paul

** City no longer issues food licenses. Restaurant licenses are issued by the MN Dept of Health and grocery licenses are issued by MN Dept of Agriculture.*

- 30,000 licenses issued to St. Paul businesses
- 191 license types divided into 3 classes:
 - **Class R** – Issue administratively
 - **Class T** - One time license for special events. Includes liquor extension of services which requires District Council written approval
 - **Class N** – 35 license types require neighborhood notification

Licensing cont.

- Project Facilitators – Act as point of contact for projects/licenses that require multiple city approvals and/or neighborhood notification.
 - Send out notifications for license applications



DSI - Licensing



Public Notice Requirements for Class N Business Licenses (see handout for complete list)

Liquor On Sale Club	X	X	X	X	45 Days/ 350 feet
Liquor On Sale – 2AM Closing	X	X	X	X	45 Days/ 350 feet
Liquor On Sale - Theater	X	X	X	X	45 Days/ 350 feet
Liquor On Sale - Patio	X	X	X	X	45 Days/ 350 feet
Liquor On Sale - Sidewalk	X	X	X	X	45 Days/ 350 feet
Malt On Sale <i>(3.2 or Strong)</i>	X	X	X	X	45 Days/ 350 feet
Pawn Shops	X	X		X	30 Days / 300 feet
Pool/Billiard Hall	X	X		X	30 Days / 300 feet
Recycling Collection	X	X		X	30 Days / 300 feet
Recycling Processing	X	X		X	30 Days / 300 feet
Second Hand Dealer – Motor Vehicle	X	X		X	30 Days / 300 feet
Second Hand Dealer – Motor Vehicle Parts	X	X		X	30 Days / 300 feet
Steam Room/ Bath House	X	X		X	30 Days / 300 feet
Theater/Motion Picture & Drive- In	X	X		X	30 Days / 300 feet
Wine On Sale	X	X	X	X	45 Days/ 350 feet

* Notice Requirements for all Class N Licenses in Downtown District are 15 Days to the District Council

Notification Process for Class N License Applications

- Send notice as required
- Wait 30 – 45 days depending on the license type
- If there are objections, the legislative hearing officer will schedule a hearing, usually within 1 week. The legislative hearing officer is employed by the City and reports to the City Council.
- District Councils can make recommendations to the hearing officer regarding license conditions and can recommend approval or denial of the license. District councils often send a representative to these hearings.
- The hearing officer makes a recommendation to the city council. The hearing officer has 3 options for recommendation:
 - Approve
 - Approve with conditions
 - Send to the Administrative Law Judge (ALJ)

Notification Process for Class N License Applications cont.

- City Council makes the final decision
- No objections, the license is issued administratively
- You can find additional information about licensing, including the DSI Reference Manual, at: <http://www.stpaul.gov/licenses>
- Waiver of the 45 day waiting period:
 - Requires written approval from the District Council
 - Requires support of the Council member to get on the agenda

Adverse Actions

- Adverse actions are begun if there is a violation of law or license conditions related to a licensed business. In 2012 we had 204 adverse actions
- Information for adverse actions is provided by:
 - Police reports
 - District Councils
 - Neighborhood complaints
 - License/zoning/code inspectors
 - In general, complaints have to be verified by a police officer or inspector for an action to move forward; although we have used substantiated neighborhood complaints.

Adverse Actions cont.

- DSI sends request for an adverse action to the City attorney and makes a recommendation based on the penalty matrix in Chapter 310 or the liquor matrix in 409.
- City attorney sends notice of violation to licensee.
- Licensee can:
 - Admit to violation and pay fine
 - Admit to violation and appeal the penalty to the City Council
 - Ask for an administrative law judge hearing

Adverse Actions cont.

- The Administrative Law Judge (judges are provided by the State of Minnesota) makes his/her findings, City Council must ultimately make the decision
- Administrative Law Judge process:
 - Takes at least 120 days
 - Hearings cost \$2,000.00 on average
 - Can be appealed to the Court of Appeals
 - Had three adverse actions go to hearings in 2012. Can take from a few hours to 4 days.
 - Cost of hearings was \$4293.94 in 2012
 - Fines collected as a result of adverse actions were \$35,089.00 in 2012





License Applications – Objections and Conditions

What objections can I make to a pending license application?

- Noise
- Parking problems for the neighborhood
- Loitering
- Increase in trash (bottle, cans) in neighboring yards
- Hours of operation
- Traffic problems

License Applications – Objections and Conditions

What doesn't work?

- overconcentration of this type of business in the neighborhood (unless prohibited in the ordinance)
- we don't like this type of business (I am opposed to drinking, gambling etc.)
- this business doesn't fit into the neighborhood
- unfair competition

License Applications – Objections and Conditions

Most often, the District Council recommends approval of a license with conditions.

What does the code say about license conditions? Conditions must be **reasonable!!**

Chapter 310 of the code describes license conditions as follows:

c) *Imposition of reasonable conditions and/or restrictions.* When a reasonable basis is found to impose reasonable conditions and/or restrictions upon a license issued or held under these chapters, any one (1) or more such reasonable conditions and/or restrictions may be imposed upon such license for the purpose of promoting public health, safety and welfare, of advancing the public peace and the elimination of conditions or actions that constitute a nuisance or a detriment to the peaceful enjoyment of urban life, or promoting security and safety in nearby neighborhoods.

(continued on next slide)

License Applications – Objections and Conditions

Chapter 310 c) continued:

Such reasonable conditions and/or restrictions may include or pertain to, but are not limited to:

- (1) A limitation on the hours of operation of the licensed business or establishment, or on particular types of activities conducted in or on said business or establishment;
- (2) A limitation or restriction as to the location within the licensed business or establishment where particular type of activities may be conducted;
- (3) A limitation as to the means of ingress or egress from the licensed establishment or its parking lot or immediately adjacent area;
- (4) A requirement to provide off-street parking in excess of other requirements of law;
- (5) A limitation on the manner and means of advertising the operation or merchandise of the licensed establishment;
- (6) Any other reasonable condition or restriction limiting the operation of the licensed business or establishment to ensure that the business or establishment will harmonize with the character of the area in which it is located, or to prevent the development or continuation of a nuisance.

Keeping of Chickens and Other Fowl

A permit is required to keep any female chicken or other similar types of fowl in the City. The City does not allow roosters within the City limits



What you will need to obtain a The “Keeping of Animals” Permit

- Written consent of at least 75% of owners or occupants within 150’ of the property line on the same side of the street as the proposed location.
- Zoning approval of a site plan showing the location for the coop

Fees

- (4) Four or more birds \$72.00/ for
- (3) three or fewer birds \$25.00

Site Requirements

- The coop/loft located in the rear yard and kept at least 5 feet away from interior property lines.
- The maximum height of the structure is 12 feet to the top of the roof.
- One chicken allowed for every 4 square feet of coop area; one pigeon allowed for every 1.5 square feet of loft area.
- A building permit must be obtained if the proposed building is larger than 120 square feet
- An electrical permit is required if electricity is provided for heating or lighting of the coop/loft.



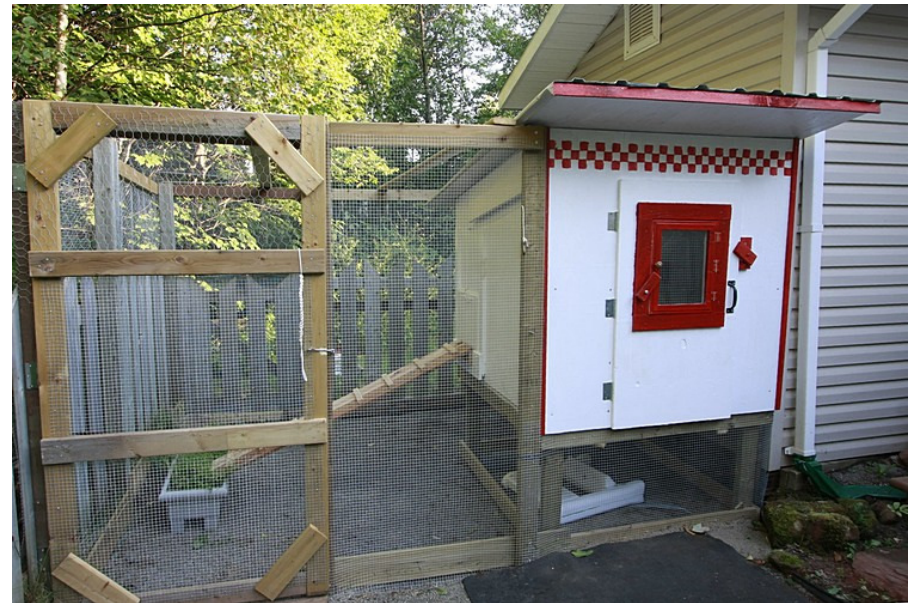
Keeping of Chickens and Other Fowl

Inspection

- The animal control officer checks the sufficiency of the petition and issue the permit once they have approved the installation and verified that any other work, that required building or electrical permits has been inspected and approved by the appropriate building inspector.

Standards for operating and maintaining the chicken coop or loft.

- Feed stored in covered rodent proof containers and provided to the bird, in a manner that will not attract rodents.
- Birds tended to twice daily assuring sufficient water, shelter (shade), and feed.
- Structures and grounds kept in good repair and in a clean and sanitary condition.
- Coops, feeding, and lounging areas cleaned of wet bedding and manure once per day.
- All animal waste (fecal matter, bedding, food, etc.) properly stored and disposed of at least once a week.





Introduction to ZONING

Jake Reilly, Saint Paul Dept. of Planning and Economic
Development

Wendy Lane, Saint Paul Dept. of Safety and Inspections
October 30, 2013

Zoning Is:

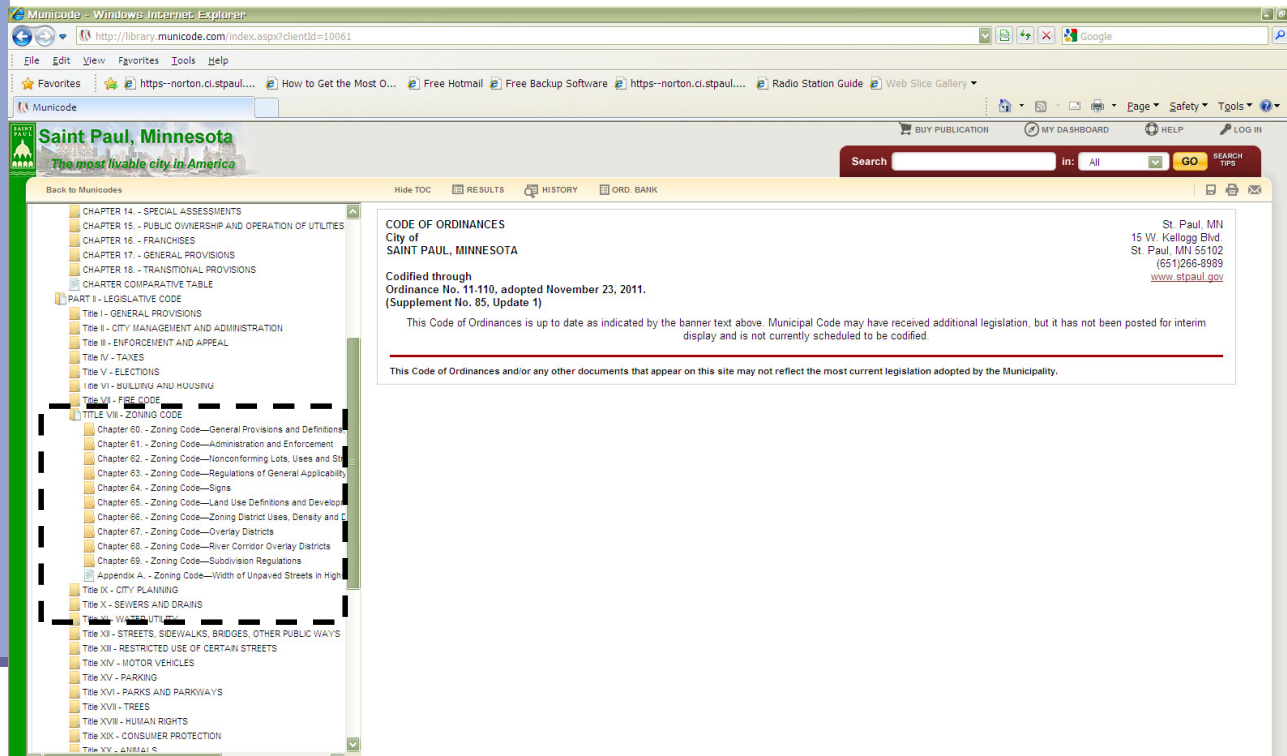
- A system of land-use regulation based on text and mapped zones that separate land uses from each other.
- Lists of uses allowed in particular zones.
- Tables of dimensional standards that establish maximum building sizes for lots.
- A tool to ensure that new development is consistent with the Comprehensive Plan and meets standards compatible with the intended character of the community.

General Zoning Information

- Each city has its own zoning code.
- State law gives cities authority to zone, and sets limits on that authority.
- Zoning has been in effect in Saint Paul since 1922.
- In 1975, City adopted an entirely new zoning code.
- Lots developed prior to today's zoning are often legally nonconforming – or “grandfathered” in.

Finding City Code And Zoning Info.

<http://www.stpaul.gov/code>



Chapters
60-69
are the
Zoning
Code

Zoning Districts

■ **Residential districts.**

- RL one-family large lot residential district
- R1 one-family residential district
- R2 one-family residential district
- R3 one-family residential district
- R4 one-family residential district
- RT1 two-family residential district
- RT2 townhouse residential district
- RM1 low-density, low-rise multiple-family residential district
- RM2 medium-density, low-rise multiple-family residential district
- RM3 high-density, high-rise multiple-family residential district
- **Traditional neighborhood districts.**
- T1 traditional neighborhood district
- T2 traditional neighborhood district
- T3 traditional neighborhood district
- T4 traditional neighborhood district

■ **Business districts.**

- OS office-service district
- B1 local business district
- BC community business (converted) district
- B2 community business district
- B3 general business district
- B4 central business district (downtown)
- B5 central business-service district (edge of downtown)
- **Industrial districts.**
- IT transitional industrial district
- I1 light industrial district
- I2 general industrial district
- I3 heavy industrial district
- **Special districts.**
- VP vehicular parking district
- PD planned development district

Chapter 66 has charts showing permitted and conditional uses for zoning districts

<i>Use</i>	<i>T1</i>	<i>T2</i>	<i>T3</i>	<i>T4</i>	<i>Development Standards</i>
Commercial Uses					
Offices					
Administrative office	P	P	P	P	
Artist, photographer studio, etc.	P	P	P	P	
Insurance office, real estate office, sales office	P	P	P	P	
Professional office	P	P	P	P	
Medical Facilities					
Clinic, medical or dental	P	P	P	P	
Hospital		C	C	C	✓
Medical laboratory	P	P	P	P	
Veterinary clinic		P	P	P	✓
Retail Sales and Services					
General retail		P/C	P/C	P/C	✓
Bank, credit union	P	P	P	P	
Business sales and services		P	P		
Drive-through sales and services, primary and accessory		C			✓
Dry cleaning, commercial laundry		P	P	P	✓
Food and related goods sales		P/C	P/C	P/C	✓
Food shelf	P	P	P	P	
Garden center, outdoor		P	P	P	✓
Laundromat, self-service		P	P	P	
Liquor store		P/C	P/C	P/C	✓
Massage center	P	P	P	P	
Mortuary, funeral home		P	P	P	
Photocopying	P	P/C	P/C	P/C	✓
Post office	P	P	P	P	
Service business	P	P	P	P	✓
Service business with showroom or workshop		P/C	P/C	P/C	✓
Small appliance repair		P	P	P	
Tattoo shop		P	P	P	
Tobacco products shop		P/C	P	P	✓

Chapter 66 also regulates size and density of development

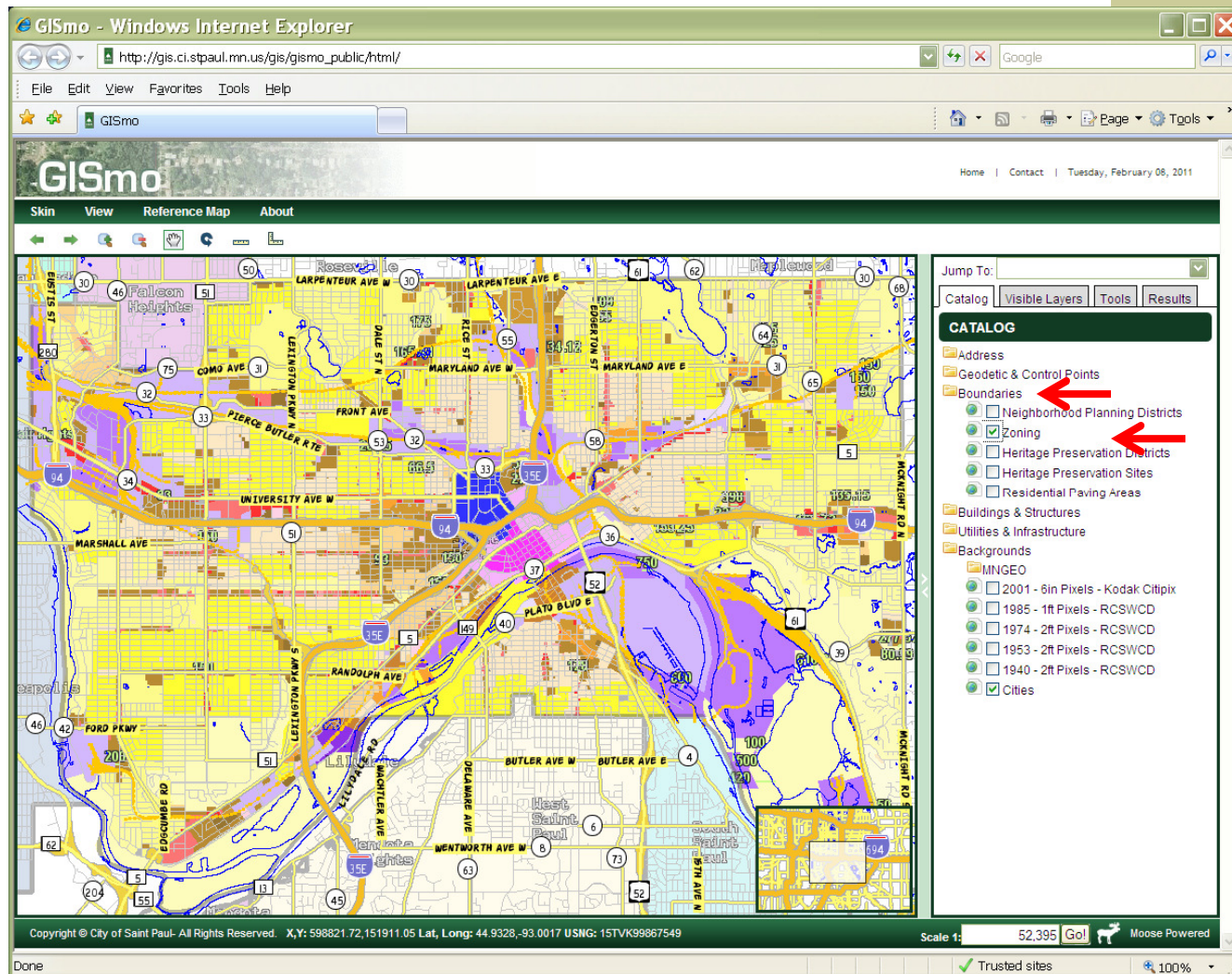
- Minimum lot area
- Density of dwelling units
- Size of the building
- Lot coverage
- Setbacks from property lines (yards)

Other parts of the zoning code regulate:

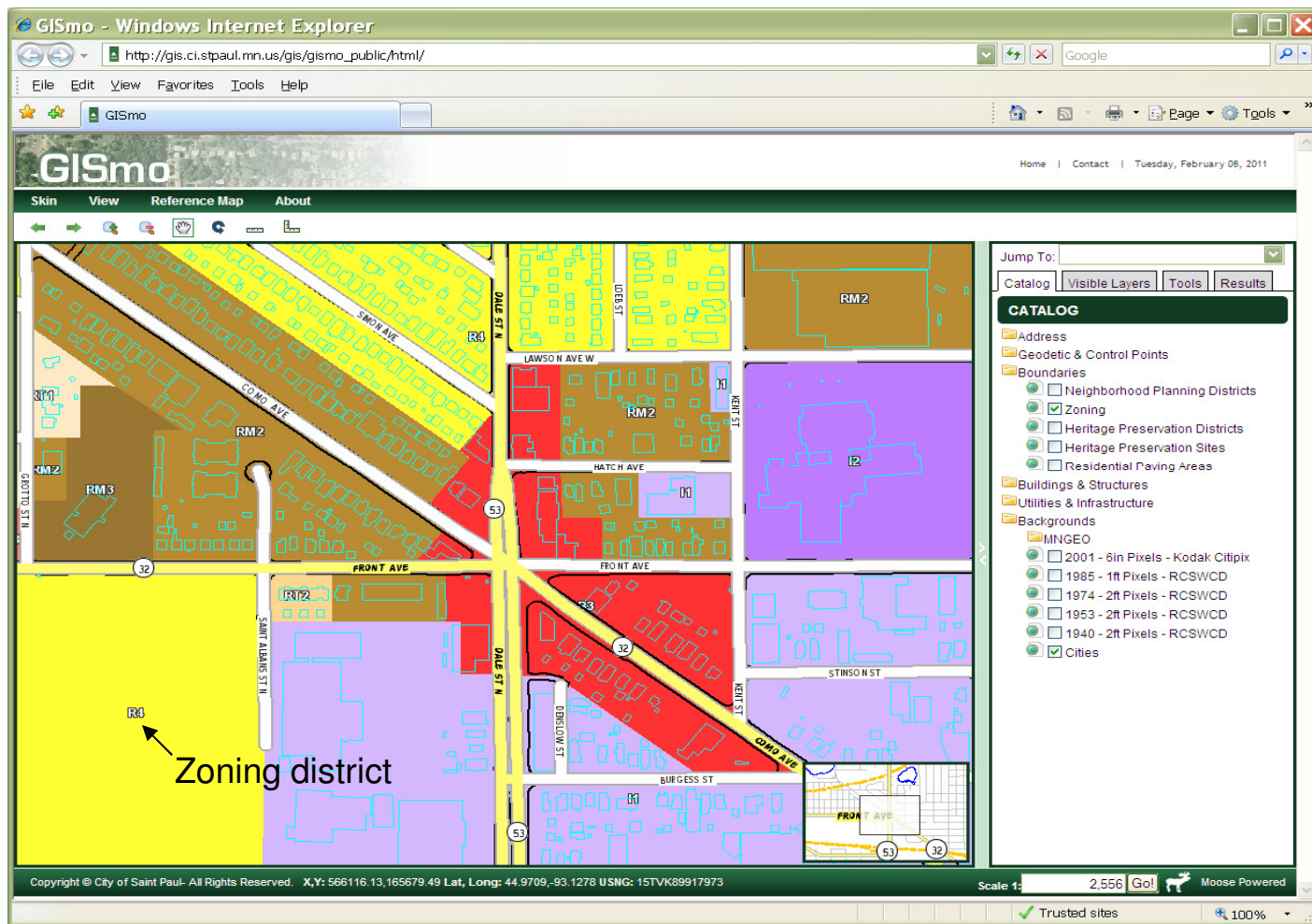
- Separations from specific uses
- Off-street parking
- Signage

Map - Interactive Format (GISmo)

http://gis.ci.stpaul.mn.us/gis/gismo_public/html/



Zoom to specific areas or sites



Zoning Staffing

PLANNING AND ECONOMIC DEVELOPMENT - PED

- Staffs Planning Commission
- Handles lot splits & subdivisions
- Prepares zoning studies & text amendments
- Works on Citywide & Small Area Plans
- Staffs Heritage Preservation Commission

DEPARTMENT OF SAFETY AND INSPECTION - DSI

- Staffs Board of Zoning Appeals
- Handles Site Plan reviews
- Enforces zoning code
- Issues sign permits
- Provides zoning information to the public

Zoning Text Amendments in Process

- Urban Agriculture
- Alcohol Production
- Fish and Fowl
- Mississippi River Critical Area Overlay
- Minor Text Amendments
- Murals
- Wind Energy

New Zoning Regulations

- Industrial Zoning Study
- West Grand Avenue
- Off-Street Parking for Food/Liquor
- Student Housing Overlay
- Nonconforming Use Chapter Amendments
 - Vacant buildings
 - House additions

- Initiated by Planning Commission or City Council
- Generally cover a larger area
- May be part of a District or Small Area Plan process

St. Anthony Park Como 2030 Plan & Zoning Study



Public Hearings For Zoning Cases

- State law requires cities to make a decision on zoning matters within 60 days or the application is automatically approved.
- Timeline can be extended, but not routinely, it must be on a case-by-case basis.
- Early notice of the application is sent to the district council within 3 days of submission.
- Public hearing notice is sent to the property owners within 350' of the subject site 10 days prior to the hearing (within 100' for minor variances).

Zoning Committee Cases

- Planning Commission's Zoning Committee holds hearings on
 - Conditional Use Permits (CUPs)
 - Nonconforming Use Permits (NCU)
 - Rezoning property
- Planning Commission may approve, change, or reverse Zoning Committee recommendations



Zoning Committee

Conditional Use Permit (CUP)

- Conditional uses are allowed only if they meet additional conditions specified in the code.
- The Planning Commission can attach conditions to their approval.
- The Planning Commission decision can be appealed to the City Council.
- DSI zoning staff inspects to assure compliance with the approved permit.

Typical CUPs



Auto-related uses:

Auto sales, repair, gas station

Drive-through sales and services



Nonconforming Uses

- Uses that are not allowed under the current zoning code but were legally established before the code went into effect.
- They are allowed to remain forever unless they are discontinued for 365 days or more.



Nonconforming Use Examples



Residential uses in commercial zone

Commercial use in residential zone



Nonconforming Vacant Buildings

- If building is on the vacant building list for more than one year and the use is nonconforming, the use cannot be re-established unless:
 - A Re-establishment of Nonconforming Use Permit is granted by the Planning Commission.
 - If it is reestablished at the number of units for which it was originally constructed provided that it has not been physically converted to a fewer number of units. The zoning administrator shall determine the number of units at the time of original construction by any of the following methods: an onsite inspection, building permit records, county assessor records, or similar public records.

Administrative Approval of Nonconforming Vacant Building



Triplex



Duplexes

Rezoning

- Changes the zoning of a property to permit different uses.
- Rezoning from a residential to a non-residential district require a consent petition
- Rezoning require public hearings at the Planning Commission **and** the City Council.



Zoning Committee & Planning Commission Online

For Zoning Committee agendas, packets, results: www.stpaul.gov/ped. Find "Planning" on left side, mouse over to Zoning Committee

The screenshot shows the Saint Paul Minnesota website. The header includes the city name and tagline "The most livable city in America." Navigation links include City Projects, I Want To..., Government, Services, Arts, Culture and Events, and a search bar. A sidebar on the left lists various city activities and committees, with "Zoning Committee" highlighted. The main content area is titled "Zoning Committee" and includes a "Background" section explaining its role as a sub-committee of the Planning Commission. It also features an "Overview of Zoning" section and a "Meetings" section with a table of agendas, packets, and results.

Agendas	Packets	Results
January 5, 2012	1/5/12	1/5/12
January 19, 2012	1/19/12	1/19/12
February 2, 2012	2/2/12	2/2/12
February 16, 2012	2/16/12	2/16/12
March 1, 2012	3/1/12	3/1/12
March 15, 2012	3/15/12	

* Meeting is on Tuesday instead of Thursday

2007 Meetings
2008 Meetings
2009 Meetings
2010 Meetings
2011 Meetings

For Planning Commission decisions: www.stpaul.gov/ped. Find "Planning" on left side, mouse over to Planning Commission

Planning Commission

Powered by Google Translate

Background

The Planning Commission is a twenty-one member advisory body appointed by the Mayor and approved by the City Council. They serve three-year terms and may be reappointed for up to nine years. The Planning Commission was established by MN Statute 462.351 and Ordinance 15350 Administrative Code, Chapter 107. The members are citizen volunteers who are paid small stipends for their efforts. The Planning Commission has several sub-committees: [The Zoning Committee](#), [Comprehensive Planning Committee](#), [Transportation Committee](#) and [Neighborhood Planning Committee](#).

Members

Pat Connolly
Daniel Edgerton
Gene Gelgelu
William Lindeke
Kyle Makarios
Paula Merrigan (Second Vice-Chair, Comprehensive Planning Committee Chair)
Gaius Nelson (Zoning Committee Chair)
Rebecca Noecker
Christopher Ochs
Trevor Oliver (Neighborhood Planning Committee Chair)
Julie Perrus
Marilyn Porter
Betsy Reveal (First Vice-Chair)
Tony Schertler
Emily Shively
Bob Spaulding (Transportation Committee Chair)
Terri Thao
Jun-Li Wang
Daniel Ward II (Secretary)
Barbara A. Wencil (Chair)
David Wickiser

Meetings

Planning Commission meetings are held at 8:30am every other Friday in the City Hall basement, rooms 40A and B.

Date	Agenda	Action Minutes	Approved Minutes	Packets
03/09/12	Agenda 03/09/12			03/09/12
02/24/12	Agenda 02/24/12	Action Minutes 02/24/12		02/24/12
2/10/12	Agenda 2/10/12	Action Minutes 02/10/12		02/10/12
01/27/12	Agenda 01/27/12	Action Minutes 01/27/12	Approved Minutes 01/27/12	01/27/12
01/13/12	Agenda 01/13/12	Action Minutes 01/13/12	Approved Minutes 01/13/12	01/13/12

BZA Agendas & Results Online at <http://stpaul.gov/dsi> and scroll to zoning

SAINTPAULMINNESOTA The most livable ci

City Projects | I Want To... | Government | Services | Arts, Culture and Events

You are here: [Home](#) > [Government](#) > [Safety & Inspections](#) > [Zoning](#)

Zoning

[Service Request](#)
[Employment](#)
[Español • Hmoob • Somali](#)

Zoning Code (Chapter 60 - 69)
(Scroll Down to Title VIII - ZONING CODE)

[Zoning FAQ](#)

Zoning Districts and Uses

- [Property Zoning by Address](#)
- [Summary of Uses Allowed in Zoning Districts](#)
- If Zoning District is labeled CAAPB, please visit [here](#) for more information.
- [Zoning Maps](#)
>Click on "Boundaries" then "Zoning"

Zoning Reviews

- [Site Plan Review](#)
- Board of Zoning Appeals
 - [Zoning Variances](#)
 - [Administrative Review \(Appeal of Zoning Administrator Decision\)](#)
 - [Administrative Review of Zoning Appeals Decision](#)
 - [Board of Zoning Appeals Hearing Schedule](#)
 - [Board of Zoning Appeals Member List](#)
 - [Board of Zoning Appeals Members Bios](#)
 - [Board of Zoning Appeals Agendas and Results](#)

Contact
[Email](#)

375 Jackson Street
Suite 220
Saint Paul, MN 55101

Ph: (651) 266-8989
Fx: (651) 266-9124

Hours
7:30 am - 4:30 pm
Monday - Friday
Closed Weekends & Holidays

Zoning Variances

- A request for a change from the development standards.
- The Board of Zoning Appeals (BZA) handles most variances.
- The Planning Commission handles variances that are needed as part of a case they otherwise handle.
- Decisions can be appealed to the City Council.

Variance Findings

- The variance is in harmony with the general purposes and intent of the zoning code.
- The variance is consistent with the comprehensive plan.
- The applicant has established that there are practical difficulties in complying with the provision, that the property owner proposes to use the property in a reasonable manner not permitted by the provision. Economic considerations alone do not constitute practical difficulties.
- The plight of the landowner is due to circumstances unique to the property not created by the landowner.
- The variance will not permit any use that is not allowed in the zoning district where the affected land is located.
- The variance will not alter the essential character of the surrounding area.

Board of Zoning Appeals



Typical Variances

To build a taller garage than allowed



To allow a larger sign than permitted



To allow parking in the front yard



RSVP

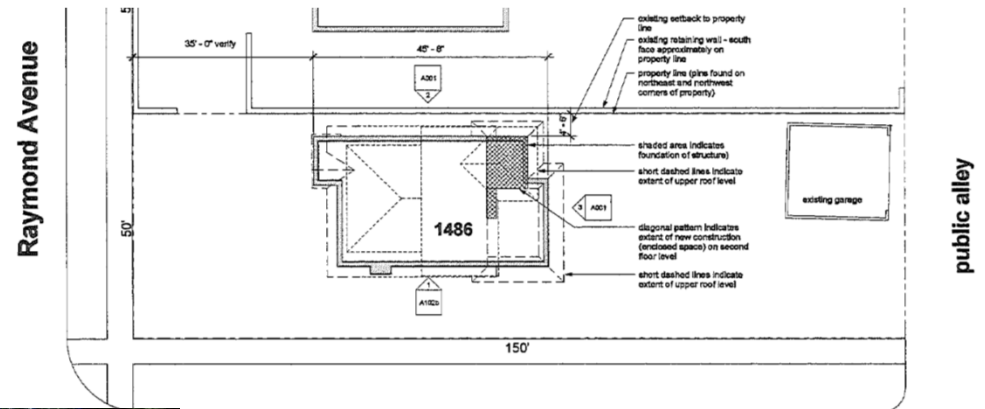
Residential Street Vitality Program

- Public Works reconstructs a number of streets every year.
- DSI inspects to make sure curb cuts lead to legal parking. If not, the curb cut will be removed and a curb reconstructed. A variance can be requested from the BZA.

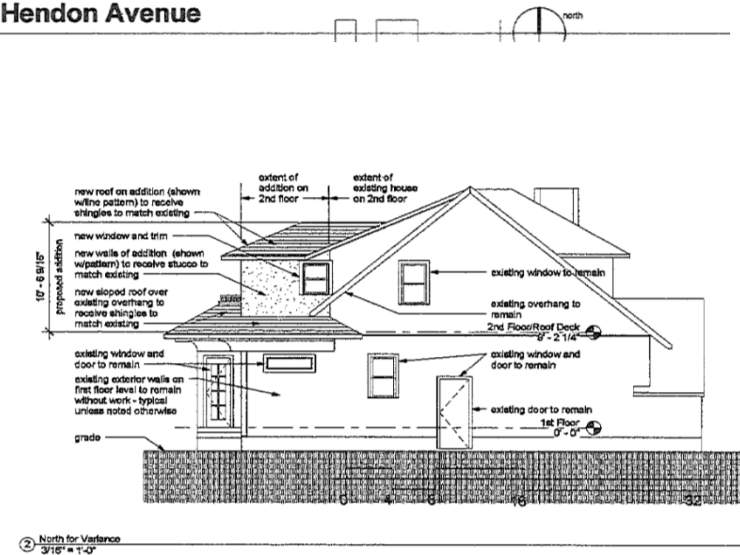


New Types of Variances

An second floor rear addition to a nonconforming side setback (right side on photo) – 4.5' is existing, 6' is required.



Hendon Avenue

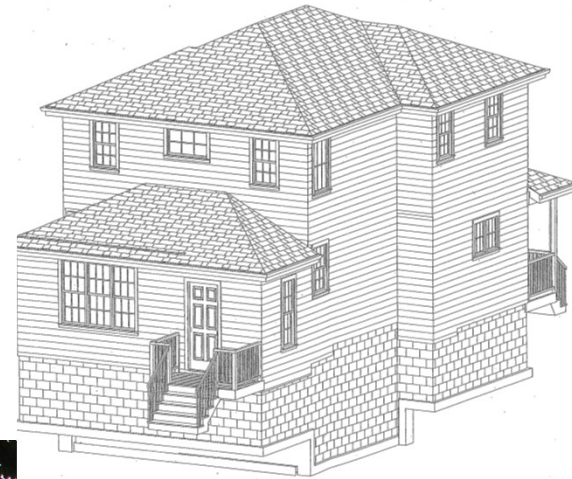


New Types of Variances

A second floor addition to a nonconforming side setback (left side on photo) – 2.8' is existing, 4' is required.

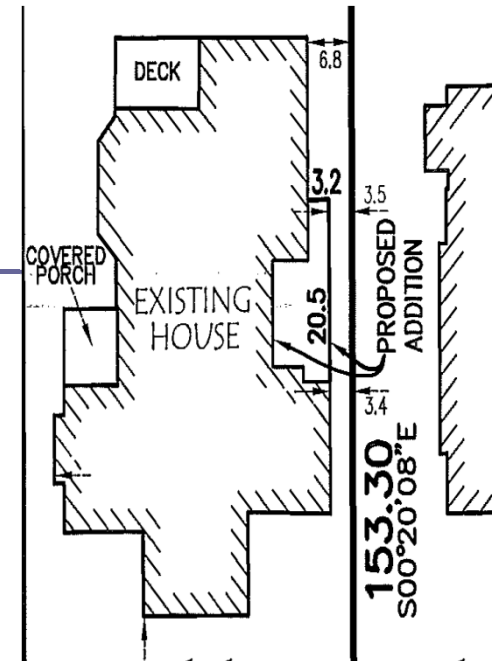


1309 Palace



New Types of Variances

A two-story addition to a nonconforming side setback – 3.6' is existing, 8' is required.

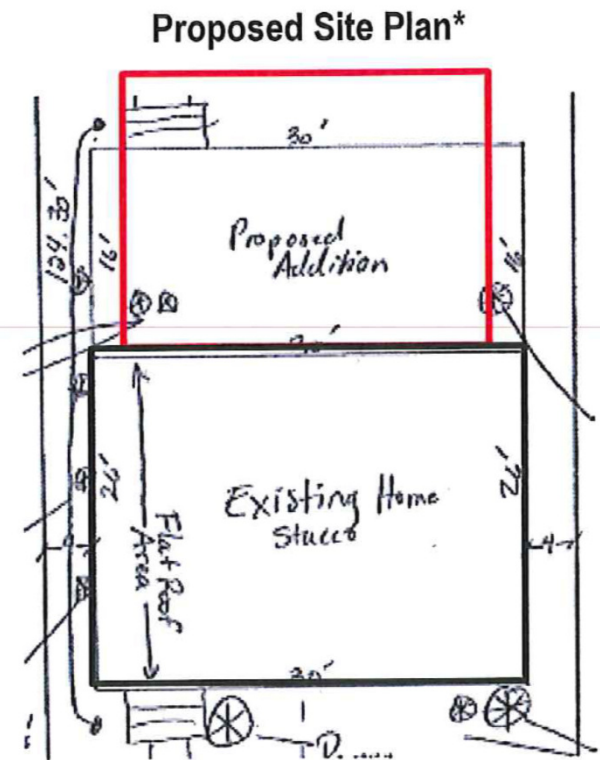


New Types of Variances

A second story addition to a nonconforming side setback (left side on photo) – 4' is existing, 6' is required.



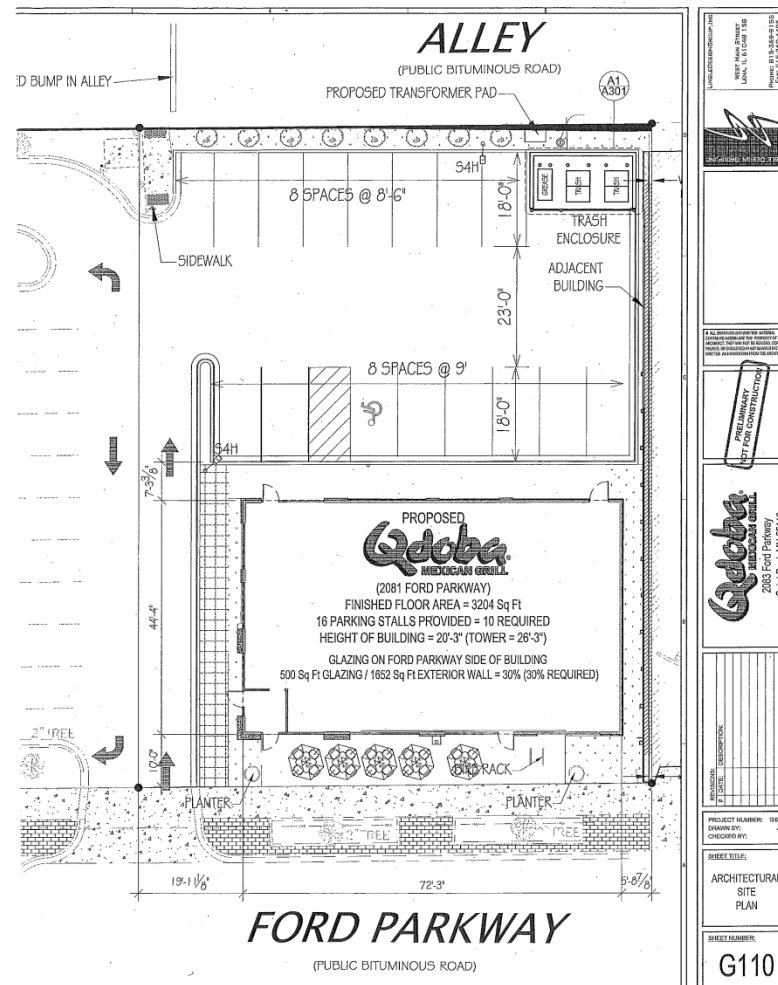
2035 Princeton



New Types of Variances

Not meeting the minimum floor area ratio (FAR).

Minimum .3 FAR required in a T2 zoning district; this proposal was for a .21 FAR, or a 9% variance because the building was too small.



Site Plan Review

- A site plan must be approved for:
 - New buildings or enlarging existing buildings, except one- and two-family dwellings.
 - Parking lots.
- Most reviews are done by staff on behalf of the Planning Commission.
 - The Planning Commission may choose to review large or controversial projects. If so, they hold a public hearing.

Site Plan Review Committee

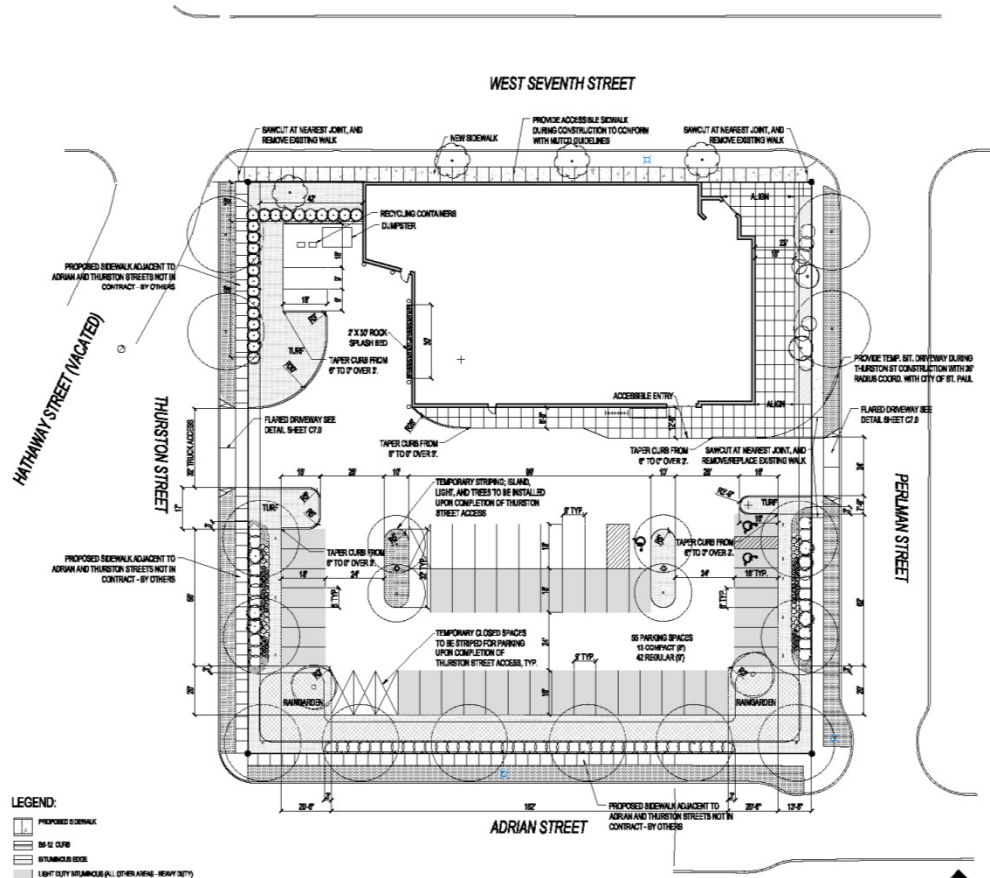


- A meeting is held with the applicant and regulatory staff from the city and outside agencies to review the site plan.
- If the site plan meets all standards, staff approves the site plan.
- If the site plan does not meet required standards, the applicant can revise the plan or request a variance.

What is a Site Plan?

GENERAL NOTES:

1. ALL WORK ON CURBS, DRIVEWAYS, AND SIDEWALKS IN THE PUBLIC RIGHT-OF-WAY MUST BE DONE BY A LICENSED AND BONDED CONTRACTOR UNDER A PERMIT FROM PUBLIC WORKS SECTION 1501-200-4000. SIDEWALKS SHOULD BE CONSTRUCTED TO THE DRIVEWAY. THE CONTRACTOR MUST CONTACT PUBLIC WORKS STREET MAINTENANCE FOR ANY STREET REPAIRS/RECONSTRUCTION AT 651-261-4000 WITH QUESTIONS REGARDING PROCEDURES AND COSTS.
2. REMOVAL OF EXISTING SIGNS IN THE PUBLIC RIGHT-OF-WAY DUE TO THIS PROJECT SHALL BE DONE BY CITY FORCES AT THE EXPENSE OF THE PROJECT. CONTACT MARK MILLER AT 651-261-7200.
3. SIGNS REGULATING PARKING AND/OR TRAFFIC ON PRIVATE PROPERTY SHALL BE INSTALLED BY THE PROPERTY OWNER OR CONTRACTOR OUTSIDE OF THE PUBLIC RIGHT-OF-WAY. SIGNS APPROVED BY PUBLIC WORKS TRAFFIC ENGINEERING REGULATING PARKING AND/OR TRAFFIC IN THE PUBLIC RIGHT-OF-WAY FOR THIS DEVELOPMENT SHALL BE INSTALLED BY CITY FORCES AT THE EXPENSE OF THE DEVELOPER. CONTACT LINDA HARTMAN, TRAFFIC ENGINEERING, 651-261-4000 SEE SIGNS IN ADVANCE OF NEEDED SIGNS.
4. THE CONTRACTOR SHALL CONTACT JOHN MONAHAN, GENERAL FOREMAN LIGHTING - SIGNAL MAINTENANCE, 651-467-1700. IF REMOVAL OR RELOCATION OF EXISTING FACILITIES IS REQUIRED OR IF THE LOCATION OF SIGNALS TO THE LIGHTING OF SIGNAL LITING, THE CONTRACTOR SHALL ASSUME RESPONSIBILITY (AND RELATED COSTS) FOR ANY DAMAGE OR RELOCATIONS.
5. THE INSTALLATION OF PRIVATE ELECTRICAL WIRING, CONDUIT, RECEPTACLES AND/OR LIGHTING IS STRICTLY PROHIBITED IN THE CITY'S RIGHT OF WAY.
6. CARE MUST BE TAKEN DURING CONSTRUCTION AND EXCAVATION TO PROTECT ANY SURVEY MONUMENTS AND/OR PROPERTY MARKS. CALL 544 DEDON OF PUBLIC WORKS SURVEYING (651-265-6070) IF YOU HAVE ANY QUESTIONS.
7. OBSTRUCTION PERMITS: THE CONTRACTOR MUST OBTAIN AN OBSTRUCTION PERMIT IF CONSTRUCTION (INCLUDING BUT NOT LIMITED TO) WILL BLOCK CITY STREETS, SIDEWALKS OF ALLEYS, OR IF TRUCKS/EQUIPMENT WILL BE STANDING OVER CUES.
8. EXCAVATION PERMITS: ALL WORKING IN THE PUBLIC RIGHT OF WAY FOR UTILITIES OR OTHER PURPOSES REQUIRES AN EXCAVATION PERMIT. IF THE PROPOSED BUILDING IS CLOSE TO THE RIGHT OF WAY AND EXCAVATING INTO THE RIGHT OF WAY IS NEEDED TO FACILITATE BUILDING CONSTRUCTION, THE DEVELOPER MUST SECURE WITH THE UTILITY IMPACTOR THE EXTENT OF THE PROPOSED EXCAVATION, AND SECURE THE INSPECTOR'S APPROVAL TO DO SO.
9. TO OBTAIN OBSTRUCTION PERMITS AND EXCAVATION PERMITS, CONTACT THE PUBLIC WORKS RIGHT OF WAY SERVICE DESK AT (651) 266-4000. IT IS STRONGLY RECOMMENDED THAT CONTRACTORS CALL FOR PERMIT REVIEW PRIOR TO BEGINNING TO OBTAIN ACCURATE COST ESTIMATES FOR BOTH OBSTRUCTION AND EXCAVATION PERMITS. FAILURE TO SECURE OBSTRUCTION PERMITS OR EXCAVATION PERMITS WILL RESULT IN A DOUBLE-PENALTY FEE AND OTHER FEES REQUIRED UNDER CITY OF ST. PAUL LEGISLATIVE CODES.
10. CONTACT FOR ALLOW AT (651) 467-1700 TO DISCUSS TRAFFIC CONTROL, PROTECTION, SAFETY SIGNS, AND STREET RIGHT OF WAY CONTROL. CONTACT MUST BE MADE AT LEAST A WEEK PRIOR TO BEGINNING AN OBSTRUCTION PERMIT AND THE START OF EXCAVATION.
11. CONTRACTOR SHALL PROVIDE A CONTINUOUS, ACCESSIBLE AND SAFE PEDESTRIAN WALKWAY THAT MEETS AND MEETS STANDARDS IF WORKING IN A SIDEWALK AREA, AND TRAFFIC CONTROL FOR ALL TRUCKS/EQUIPMENT FOR WORK IN THE PUBLIC RIGHT OF WAY AREA.



LEGEND:

- PROPOSED SIDEWALK
- 8\"/>

287 7th Avenue South
Suite 400
Minneapolis, MN 55401
TEL: 612.536.3029
FAX: 612.536.3088
http://www.LHBcorp.com
MINNEAPOLIS • DULUTH



CLASH:
MISSISSIPPI MARKET
622 SELBY AVENUE
ST. PAUL, MINNESOTA 55104

10-00	PL (EXISTING)
10-01	ASB (EXISTING)
10-02	BL (EXISTING)
10-03	BL (EXISTING)

I HEREBY CERTIFY that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Signature: *[Signature]*
PRINT OR PRINTED NAME: JEFF BLUMHILL
DATE: 10-28-08 P.L.C. NO.: 2-0000

COPYRIGHT © 2008 BY LHB, INC. ALL RIGHTS RESERVED.
PROJECT NAME:
MISSISSIPPI MARKET

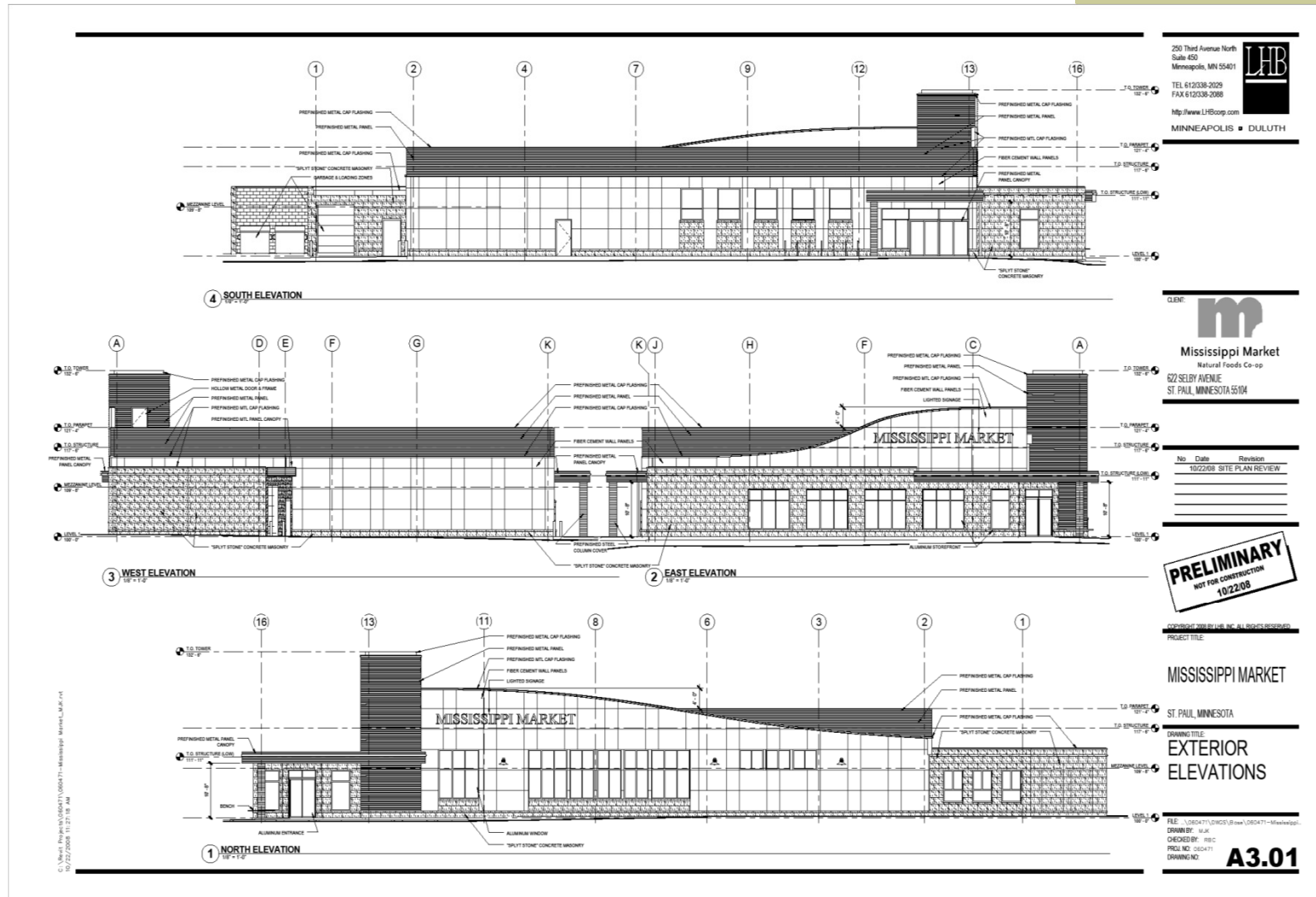
ST. PAUL, MINNESOTA
SHEET NO. 01

SITE DIMENSIONS PLAN

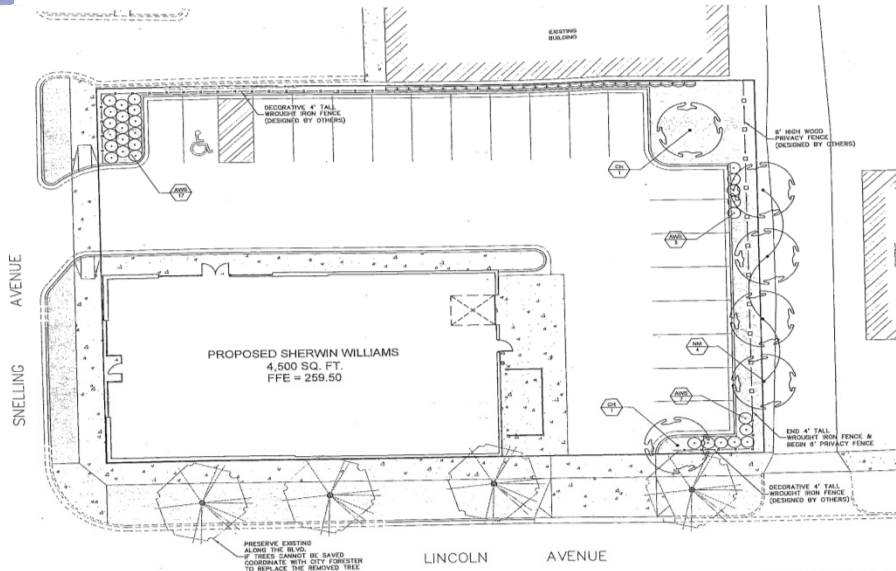
PL: 2008/09/01/02/03/04
DRAWN BY: LHM
CHECKED BY: MJS
SCALE: 1\"/>

C2.0

Building Elevations



Commercial Design Standards



There must be a door from the sidewalk, not just from the parking lot.

The building must “hold the corner” in pedestrian-oriented commercial districts.

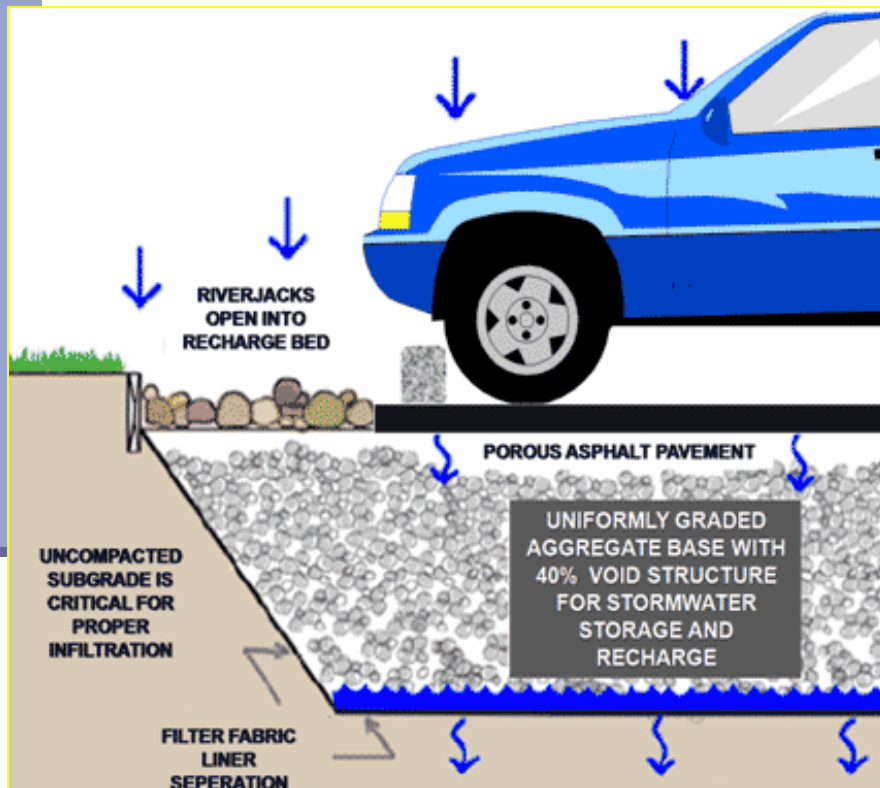
A brick base was required with vertical elements and a top band.

No exterior drain pipes or vents allowed on building exterior.



Stormwater Runoff

Runoff from impervious surfaces allows pollutant laden stormwater to run into the Mississippi River



Porous asphalt pavement

Creating sub-grade storage for holding stormwater

Stormwater Runoff



Pervious pavers on Raspberry Island



Rain garden to capture runoff

Residential Design Standards

- Front building face must have 15% windows/doors
- Total building faces must have 10% windows/doors
- No front driveway access if alley is available
- Attached garage cannot exceed 60% of front building face
- Attached garage cannot stick out in front of house
- Must have front door

Design Standards

No Longer Allowed



Design Standards

Meets New Requirements



Signs

Sign permit required for signs over 6 square feet



Signs

- Window art that does not qualify as a sign



Murals

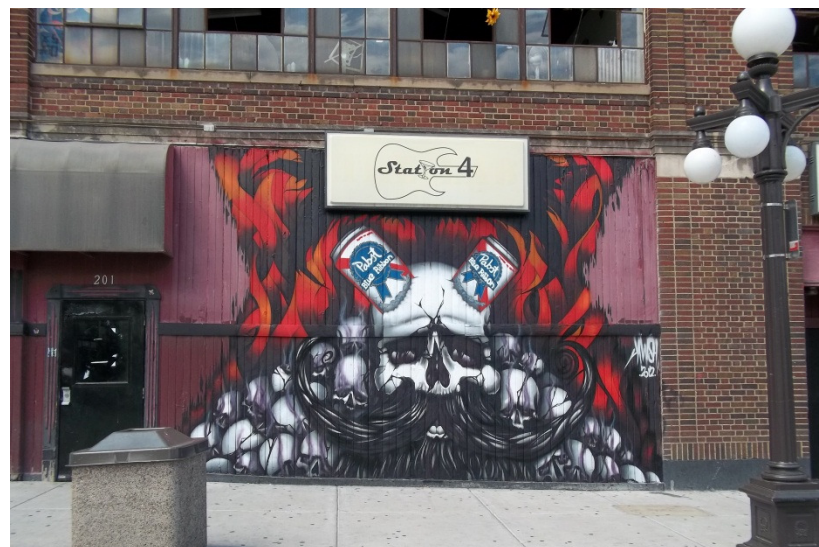
The City Council determined the cartoon characters are not signs – they are art



Previously existing murals

Murals

New murals



Sober Houses

- A dwelling unit for more than four residents in recovery from chemical dependency; similar to a family unit.
- Allowed in all zoning districts.
 - In single family districts, no more than 10 residents allowed.
 - In all other districts, up to 16 residents allowed; over 17 residents requires a conditional use permit.
- Separation of 330 feet from existing sober houses required.
- Sober houses must request approval from the city and a fire certificate of occupancy is required.

Zoning Enforcement

- Responds to complaints.
 - Home business and boulevard sign complaints are now being handled by Code Enforcement inspectors.
- Enforces conditions placed on zoning approvals. – variances, site plans, CUPs, licenses, etc.

Zoning Complaints Handled by Code Enforcement Inspectors



Signs on a boulevard or sidewalk



Running a business out of a home

Other Types of Zoning Complaints

Signs on residential property



Types of Zoning Complaints

Deteriorated and abandoned signs



Types of Zoning Complaints

Excessive window signage



Off premise signs



Finding Property Information...

Go online -- <http://www.stpaul.gov/dsi>

City of St. Paul, MN - Official Website - Safety & Inspections - Windows Internet Explorer

http://www.ci.stpaul.mn.us/index.aspx?NID=201

File Edit View Favorites Tools Help

City of St. Paul, MN - Official Website - Safety & Insp...

SAINTPAULMINNESOTA The most livable city in America.

City Projects | I Want To... | Government | Services | Arts, Culture and Events

Search GO

You are here: [Home](#) > [Government](#) > [Safety & Inspections](#)

[Print Friendly](#) [Email Page](#)

Select Language

Powered by Google Translate

Safety & Inspections

Overview

The Department of Safety & Inspections builds and maintains a livable Saint Paul community. We are a proactive, multi-disciplinary organization. We serve the City with strong leadership, creative partnerships, and effective regulatory strategies.

[Look up Property/Permit Information](#) [DSI ONLINE PERMITS](#) [Get Information Make a Complaint](#)

[Frequently Asked Questions](#) [Office Information](#)

Contact
Ricardo X. Cervantes
DSI Director
375 Jackson Street Suite 220
Saint Paul, MN 55101

General Information
Ph: (651) 266-8989
Fx: (651) 266-9124

Hours
7:30 am - 4:30 pm
Monday - Friday

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Trusted sites 100%

Property Information



The screenshot shows the 'Permits Online' website for the City of Saint Paul. At the top, there is a navigation bar with 'Info', 'Main', and 'City Contact' buttons. The main content area is titled 'Lookup Property Information'. It contains two input fields: 'House Number' with the value '371' and 'Street Name' with the value 'SELBY'. Below the 'Street Name' field is a red arrow pointing to the 'Submit' button. To the right of the 'Submit' button is a 'Pick a Street' button. Below the input fields, there is a paragraph of instructions: 'Please enter the property details and click on the 'Submit' button. Please do not include street type (Ave, St, Blvd) or direction (N, S, W, E) in the Street Name'. To the right of this paragraph, there is another paragraph: 'If you are not sure about the property Street name, click on the 'Pick a Street' button.'.

The City of Saint Paul
Minnesota's Capital City
www.stpaulpermits.us
651-266-9999

Permits Online

Info Main City Contact

Lookup Property Information

House Number:
371

Street Name:
SELBY

Submit

Pick a Street

Please enter the property details and click on the 'Submit' button.
Please do not include street type (Ave, St, Blvd) or direction (N, S, W, E) in the Street Name

If you are not sure about the property Street name, click on the 'Pick a Street' button.

Enter the property address

Property Information



The City of Saint Paul
Minnesota's Capital City



Info Main City Contact

371 SELBY AVE -- Property Information --

Pin Number	Zoning/Use	HPC District
012823120081	B2 / C-Restaurant/Bar	HPL-Hill

Information disclaimer

Data Disclaimer:-

The City of Saint Paul and its officials, officers, employees or agents does not warrant the accuracy, reliability or timeliness of any information published by this system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Portions of such information may be incorrect or not current. Any person or entity that relies on such information obtained from this system does so at his or her own risk.

List of Activity...

Number	Address	Description	Details	Status
98 090805 SUN 00 XL	MOSCOW ON THE HILL - 371 SELBY AVE	ECLIPS License# 0090805	ECLIPS License - Liquor MOSCOW ON THE HILL - 371 SELBY AVE Type: Liquor On Sale - Sunday Entered on: 01/01/1998	Active/Issued
98 000010 RSB 00 XF	HAI NAM EXPRESS - 367 SELBY AVE	ECLIPS License# 19980000010	ECLIPS Food Related HAI NAM EXPRESS - 367 SELBY AVE Type: Restaurant (B) - more than 12 seats Entered on: 12/08/1997	Canceled
94 090805 RSB 00 XF	MOSCOW ON THE HILL - 371 SELBY AVE	ECLIPS License# 0090805	ECLIPS Food Related MOSCOW ON THE HILL - 371 SELBY AVE Type: Restaurant (B) - more than 12 seats Entered on: 09/01/1994	Canceled
94 090805 ONC 00 XL	MOSCOW ON THE HILL - 371 SELBY AVE	ECLIPS License# 0090805	ECLIPS License - Liquor MOSCOW ON THE HILL - 371 SELBY AVE Type: Liquor On Sale - 100 seats or less Entered on: 09/01/1994	Canceled
94 090805 ENT 00 XE	MOSCOW ON THE HILL - 371 SELBY AVE	ECLIPS License# 0090805	ECLIPS License - Entertainment MOSCOW ON THE HILL - 371 SELBY AVE Type: Entertainment (A) Entered on: 09/01/1994	Active/Issued